

BANKS FIRE DISTRICT #13

13430 NW MAIN STREET, BANKS, OR 97106

REGULAR BOARD MEETING MINUTES

Meeting Date: Wednesday, March 11, 2026

Meeting Location: Banks Fire District #13, Banks Fire Station 13 Training Room

Call to Order: Board Chair Kevin Henning called the meeting to order at 6:01 pm

Board Members Present: Kevin Henning, Clint Jackson, Pete Lux, Mark Standley Jr., John Wren

Board Members Absent: None

Approval of Agenda (Action Item): John Wren made a motion to approve the agenda as presented. Clint Jackson seconded the motion. Voting in favor: Mark Standley Jr., Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Approval of Minutes of Previous Regular Board Meeting (Action Item): Motion by Clint Jackson to approve the minutes from the General Session February 11, 2026. Pete Lux seconded the motion. Voting in favor: Mark Standley Jr., Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

Treasurer's Report: **LGIP: \$1,028,686.67**

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|--------------------------|-------------------|
| General Fund: \$ | 408,377.58 |
| Capital Funds: \$ | 931,424.24 |
| Debt Service: \$ | 301,516.45 |

US Bank: \$ 36,930.19

Approval of Accounts Payable (Action Item):

Motion by Clint Jackson to approve accounts payable as of February 28th, 2026, in the amount of \$159,489.13. John Wren seconded the motion. Voting in favor: Clint Jackson, Pete Lux, Mark Standley Jr and John Wren. Opposed: None. The motion carried.

Financial Statements Received by Board of Directors (Action Item)

Financial statements were received and reviewed by the board. Motion by John Wren to receive financial statements of the district dated February 28th, 2026. Pete Lux seconded the motion. Voting in favor Clint Jackson, Pete Lux, Mark Standley Jr and John Wren. Opposed: None. The motion carried.

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Information Items:

Chief's Report:

- There were 52 calls in February, which is below the average call volume for this time of year.
- Scott Wallace has started as the new Fire Science teacher. He previously volunteered with Banks Fire District, later worked at McMinnville Fire, and is now with Tualatin Valley Fire District. Scott is doing a great job, and the students are enjoying having him as their teacher.
- Reminder: The budget meeting will be in April instead of May this year.
- The Banks Fire District Board Policies were last reviewed in June 2024. Reviews occur every three years, with the next review scheduled for 2027. Options for the review process will be presented in October or November.
- A copy of the audit report was placed in the board members' folders. No deficiencies were found. If board members have questions regarding the audit, the CPA can be invited to attend next month's board meeting. Board Member Pete Lux requested that board member names be corrected in the audit and that former board members be removed.
- LifeFlight will station a helicopter at Hillsboro Airport beginning in May. Currently, Aurora is 24–30 minutes away; the closer location should improve response times.
- Rescue 13 was towed to Metro after a radiator hose failure caused a fail-safe shutdown. The hose has been replaced, and a service and oil change were completed. The rescue returned to the station today. Medic 14 had electrical issues that Metro repaired. The engine is currently in the shop for a broken door handle. All apparatus has now been repaired and are back in service.
- The OSHA case has been closed. Chief Linz has scheduled OSHA consultations: the District Hygiene consultation will occur next week, followed by the Occupational Safety consultation the following week.
- The new engine's estimated completion date is August 13. DO Haney, Chief Linz, and Board Member Pete Lux will conduct the inspection. Chief Linz is hopeful the engine will be placed in service in October.
- Fire Signal funding through Representative Darcy Edwards passed during the short session. Although the funds have not yet been received, the district will begin moving forward with the project. Chief Linz will speak with Don on Monday. One ODOT approval has been obtained; two are required for design. The More IGA must be signed before funding is received and will be discussed in detail under New Business. Appreciation was expressed to Representative Darcy Edwards' office and Senator Webber's office.
- The district has been working with LifeFlight and local logging companies for the past several years to develop a system to quickly move injured loggers from job sites for air transport to Portland, improving survival outcomes. Approximately one week ago, a logging accident occurred, and LifeFlight transported the patient to Portland with a positive outcome. The training efforts are proving effective and will continue to be refined. Thanks were given to Mark Standley Jr. for helping coordinate training between loggers and firefighters. Training will continue this summer.
- Volunteer Coordinator Mason Wong will be leaving in April for a new job opportunity. Chief Linz is developing a hiring process to fill the position.

Training Officer Report:

- DPSST renewal accreditation went well. The district is good for another 3 years.
- Spring Academy is planned out. DO Haney is working on finalizing a few instructors.
- NW Natural will be here next Monday for drill. They are building a gas meter prop for us at no charge.
- All apparatus inventories have been updated for Station 13. Next is Station 14.

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Volunteer Coordinator Report:

- We are moving forward with 10 recruits for Academy 26-01 starting on March 18th.
- Lt. Wong has 18-20 interview sessions coming up for Academy 26-02.
- Lt. Wong continues to work on special projects.

EMS Officer Report:

- February had 0 transports.
- EMR class finished this past weekend. Of the original 9 attendees, 7 have passed their tests and 1 will be tested next week. The last person (who was not a member of this department) left class with no notice or contact halfway through.
- AMR recently made a change to their staffing profile. When they took over the transport contract 3 years ago, part of their staffing was utilizing BLS transport ambulances (ambulances with 2 EMT's and no paramedics). Recently, their internal data showed a decrease in utilization with an increase in ALS (ambulances with at least 1 paramedic) car needs. Two weeks ago, they converted 3 of their BLS cars to ALS cars. This does not have an impact on the overall number of ambulances on the road; it is only increasing the number of ALS cars available. Last week, they made the decision to convert two of the remaining BLS cars into ALS cars, leaving only 1 BLS car for all of Washington County. What does this mean for us? Not much. We are still their "level 3" post for ALS cars; we usually have an ambulance quickly for our calls. They are also dispatching the closest unit to BLS calls (which they've been doing in the rural setting for a while), so we are not directly impacted by this. We still maintain our transport capability and have authority from our medical directors to provide the transport if we consider it necessary.

Public Information Officer (PIO Scott Adams) Report:

- Social media has been quiet.
- Pancake Breakfast usually has a target goal of selling 600 tickets. We only sold around 456 tickets and lost money on hosting the pancake breakfast. This is an outreach and not a fundraiser, however the association will be looking to make some changes.
- Dutch Bros in Hillsboro/Winco parking lot donated 100% of the coffee used for the Pancake Breakfast. Thank you, Dutch Bros!
- Over the past year, the association served as the conduit for the extrication ram project in partnership with P&C Construction. During the pancake breakfast, P&C Construction donated \$18,500 toward the project. PIO Scott Adams sent a thank-you card to the company.
- PIO Scott Adams testified for the legislation of the Fire signal. Approved was the outcome.
- PIO Mitch Ward and PIO Scott Adams will be attending a State Conference for Public Information Officers in the third week in April.

Old Business:

- **Board Policy 37** – (Information/ Action Item)

The proposed Board Policy addresses the new ruling from the State Ethics Commission regarding providing food, beverages, and District-related items to elected officials, staff, volunteers, and professional colleagues during non-travel, official District business. The policy incorporates elements like those adopted by the City of Banks, and the final review and updates were completed by our attorneys. The intent is not to stop providing support or recognition for volunteers. While the policy does not provide complete protection, it does offer some guidance and protection for the district. A recent event in Beaverton was reported to the Ethics Commission in which the city paid for food, alcohol, and the event itself. Following this, the Ethics Commission issued guidance indicating that items provided may need to be tracked, and the value reported to individuals so it can be declared for tax purposes. Board Member John Wren asked whether this shifts the responsibility for taxes from personnel to the Board of Directors and whether the District's CPA can confirm that the Board is not responsible for those taxes. Chief Linz responded that the CPA will be asked to review the matter and that the question will also be referred to the district's attorneys. PIO Scott Adams noted that this situation is not the result of any change in tax code. No tax laws or liability rules have changed; rather, the Ethics Commission has issued a new opinion or interpretation. Chief Linz outlined several possible options: (1) take no action and accept the risk of a potential issue; (2) follow the recommendation of legal counsel and adopt the proposed Board Policy for some level of protection; (3) discontinue providing items or

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support to volunteers; or (4) track and account for all items provided. The district will consult with both the CPA and legal counsel. The Board will revisit the matter at next month's meeting.

- **Surplus Training Engine - (Information/ Action Item)**

How to Surplus the Engine: Three options were presented for selling the engine. Option 1: Utilize a fire truck wholesaler such as Brindlee Mountain, which the district has used in the past. The company lists the apparatus but does not purchase it directly. The district would provide all paperwork and photos and would list the engine for sale and Brindlee Mountain retain a 10% commission once it sells. Option 2: The Garage, another fire truck wholesaler, charges a 10–12% commission. Like Brindlee Mountain, the District would be responsible for providing photos of the apparatus. Option 3: GovDeals.com, Forest Grove currently uses this service. The company, based in Vancouver, will take the photos, create the listing, and manage the auction process. The buyer pays the buyer's premium fee. Chief Linz recommended utilizing GovDeals.com. The primary limitation is that auctions run for a maximum of two weeks, and the district must approve the sale within 24 hours after the auction closes. One option discussed was authorizing Chief Linz to approve the final sale to avoid potential scheduling challenges for the Board to meet within the 24-hour timeframe. A minimum reserve price would be established for the apparatus.

Motion by Clint Jackson for Resolution 03112026A- Resolution for sale of Training Engine 14 to surplus the engine, a 2003 Pierce Custom Contender Pumper for a minimum reserve at \$25,000 through govdeals.com and gives Chief Linz the authority to move forward. Chief Linz has authority to approve the sale of the engine. Mark Standley Jr. seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

New Business:

- **Appoint Budget Officer – (Action Item)**

Appointment of Budget Officer for 2026/2027 Fiscal Year. Pete Lux moved to appoint Chief Linz as the Budget Officer for the 26-27 Fiscal Year Budget. Clint Jackson seconded the motion. All in favor of the motion: Clint Jackson, Pete Lux, Mark Standley Jr. and John Wren. Opposed: None. The motion carried.

- **2026/2027 Major Budget Items Discussion – (Information Item)**

2026/2027 Major Budget Items discussion. Chief Linz presented the major budget items that would be seen in the upcoming 26/27 budget year as follows:

- Replacement of Executive Assistant – Kari Erwert and Michelle Vessey were both full-time. Kari Erwert will be going to drop to part-time; this will be reflected in the wages line. No new jobs were added. We will be maintaining what we have.
- LOL has been renewed for the same rate.
- Surplus any extra cash to the Apparatus fund.
- Apparatus fund – we will be working towards paying off the new engine.
- We plan to keep holding the budget tight through the next budget year.

- **Managing Oregon Resources Efficiently Intergovernmental Agreement (MORE IGA) – (Information/ Action Item)**

The flashing light at Station 14 is owned by the district; however, Washington County has agreed to maintain the light if the district becomes part of the cooperative. Several cities and other entities have already joined. Under this agreement, the district would become a cooperative member, and Washington County would assist with maintaining the sign. The district would remain responsible for replacing the light, while Washington County would maintain the remaining equipment.

Motion by John Wren authorizes that we will join the MORE IGA and gives authorization to Chief Linz to sign the More Agreement. Pete Lux seconded the motion. Voting in favor: Clint Jackson, Pete Lux and John Wren. Opposed: None. The motion carried.

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Audience Response:

- There was no response from the audience.

Good of the Order:

- Pete Lux reported a schedule change at work that may cause him to miss the May, June, and July Board meetings. He will attempt to arrange coverage but may be absent for up to three meetings.
- John Wren asked whether any income had been received from the Station 14 property. Chief Linz responded that the district should see that income soon.
- Clint Jackson commended staff for staying on top of collecting the funds related to the light.
- Mark Standley Jr. noted that the accident referenced in Chief Linz's report involved his company, Bighorn Logging, which specializes in challenging logging units and is one of the largest logging companies in the Northwest. Mark stated he was on the landing with OSHA during the investigation. Crew members commented that the training conducted with Banks Fire and Bighorn Logging was beneficial, as everyone understood their role and the response was well coordinated. The worker had a log roll over him. Firefighters placed the worker in a stretcher, transported him up the yarder to the landing within 17 minutes, and he was transferred to a helicopter within 40 minutes. Pete Lux's wife received the patient at the hospital. Mark expressed appreciation for the community's support and thanked Chief Linz for responding quickly and coordinating the helicopter transport. He stated he is grateful for the support from Banks Fire, proud to be part of the district, and appreciative of the firefighters and Chief Linz. The injured worker is recovering.
- PIO Scott Adams asked Mark to pass along that the district is thinking about the injured crew member and their family.
- Chief Linz's annual evaluation is upcoming. Chief Linz distributed evaluation forms to each Board member.

Adjourn Meeting: There being no further business Board Chair Kevin Henning adjourned the meeting at 7:09 pm.

Pete Lux, Secretary

Michelle Vessey, Recording Secretary